



**WESTCHESTER COUNTY DEPARTMENT OF HEALTH
INVENTORY RECONCILIATION**

Tank ID: _____

Product: _____

PBS No. _____

Tank Volume: A)

Day	Date	Start Inventory (inches)	Gallons (gallons)	Gallons Delivered	Gallons Pumped	Book Inventory (gallons)	End Inventory (inches)	(gallons)	Daily Over/Under (end – book)	Water (inches)
1			+	-	=					
2			+	-	=					
3			+	-	=					
4			+	-	=					
5			+	-	=					
6			+	-	=					
7			+	-	=					
8			+	-	=					
9			+	-	=					
10			+	-	=					
				B)	C)					

The following section **MUST** be completed:

LEAK CHECK	Allowable Variance: Determine the largest number from Box A, B, or C. Write the number in Box E. E) x 0.0075 = F)	Is Box F larger than Box D? If Box D is negative, ignore the sign. <input type="checkbox"/> Yes. Tank passes. No further action required. <input type="checkbox"/> No. Tank fails. The operator MUST initiate an investigation into possible causes.*
WATER CHECK	Does the water level exceed one inch? <input type="checkbox"/> Yes. An accumulation of water present in the tank greater than one inch MUST be pumped out of the tank. <input type="checkbox"/> No. No further action required.	Is the water level increasing? <input type="checkbox"/> Yes. If there is a recurring accumulation of water in the tank, an investigation MUST be initiated to determine possible causes.* <input type="checkbox"/> No. No further action required.

*If within **48 hours** the causes for exceeding the allowable variance or the accumulation of water cannot be explained by inaccurate bookkeeping, temperature variations or other factors not related to leakage, the operator must notify the property owner, the **Westchester County Health Department (914-813-5000)** and the **NYSDEC Spill Hotline (800-457-7362)**. The tank must be temporarily taken out of service until such time that an inspection and/or a tightness test is performed, the cause is determined and necessary repairs or replacements are made.

Results of inventory discrepancy investigation (attach additional sheets as necessary): _____

PETROLEUM BULK STORAGE

Inventory Monitoring Requirements for Underground Storage Tanks

Inventory Records: The operator of an underground storage tank must keep daily inventory records. Records must be kept for each tank or battery of interconnected tanks and shall include measurements of bottom water levels, sales, use, deliveries, inventory on hand, and losses or gains. Reconciliation of records must be kept current, must account for all variables which could affect an apparent loss or gain and must be in accordance with generally accepted practices. If the tank is unmetered or if the tank contains petroleum for consumptive use on the premises where stored, the operator may detect inventory leakage in an alternative method to the above paragraph.

Exemptions: Inventory control is not required for tanks storing #5 or #6 fuel oil or where the operator can demonstrate to the satisfaction of the Department that it is technically impossible to perform inventory monitoring.

Maintenance of Inventory Records: Records must be kept for a period of five years; records for the last 90 days must be kept on the premises. If records are not maintained, the Department may require the owner/operator to test the tanks at his own cost.

Directions for 10-Day Inventory Reconciliation Worksheet:

1. Fill in the Tank Identification Number, Product and Tank Volume (**Box A**).
2. Beginning with Day 1, complete the necessary information as follows:
 - a. **[Date]** Fill in the date.
 - b. **[Start Inventory]** At the beginning of the day, measure the amount of product in the tank to the nearest eighth of an inch using a tank-gauging stick and write the number under the Start Inventory (inches) and calculate the (gallons) using the conversion chart; or measure the product in the tank using an in-tank gauging system and write this number in the Start Inventory (gallons).
 - c. At the Same time as step 2b, Record the totalizer meter reading (separately) for later use. **RETAIN RECORDS ONSITE.**
 - d. **[Gallons Delivered]** If product is delivered during the day (24 our period), write the number of gallons delivered in the Gallons Delivered column. If no product was delivered, enter a zero in this column. Measure product levels before and after delivery to obtain gallons delivered. Using the delivery ticket is not recommended.
 - e. **[Gallons Pumped]** At the end of the day (24 hours later), record a new totalizer meter reading . Determine the number of gallons pumped from the tank during that 24- hour period by subtracting the old totalizer reading from the new totalizer reading and record the result in the column labeled Gallons Pumped. If multiple dispensers draw from the same tank, repeat steps 2c and 2e and place the sum into the column labeled Gallons Pumped.
 - f. **[Book Inventory]** Calculate the Book Inventory (gallons) in the following manner: Add the Start Inventory to the Gallons Delivered; and from this number subtract the Gallons Pumped. Write this result in the column for Book Inventory.
 - g. **[End Inventory]** Also at the end of the 24 hour day , measure the number of gallons of product present in the tank using a tank-gauging stick to the nearest eighth of an inch and write this in End Inventory (inches) with the corresponding number from the conversion chart in the (gallons) column; or use an in-tank gauging system to measure the gallons in the tank and write this under End Inventory (gallons).
 - h. **[Daily Over/Under]** Calculate the Daily Over/Under by taking the number of gallons from the End Inventory and subtracting the value determined for Book Inventory. Write this number in the column labeled Daily Over/Under (end – book). Note: If the Book Inventory is greater than the End Inventory, the result will be negative and will be subtracted when calculating Total Daily Over/Under in following steps.
 - i. **[Water]** Measure the amount of water present in the tank in inches to the nearest eighth of an inch. An accumulation of water present in the tank greater than one inch **MUST** be pumped out of the tank. If there is a recurring accumulation of water in the bottom of the tank, an investigation **MUST** be initiated to determine the possible causes. If within **48 hours** the causes cannot be explained by factors not related to leakage, the operator must notify the property owner, the **Westchester County Health Department (914-813-5000)** and the **NYSDEC Spill Hotline (800-457-7362)**. The tank must be taken temporarily out of service until such time that an inspection and/or a tightness test is performed, the cause is determined and necessary repairs or replacements are made.
Copy all information from Day 1 End Inventory into Day 2 Start Inventory
3. Repeat Step **2d-2j** for Day 2 through Day 10.
4. **[Box B]** Determine the Total Gallons Delivered by adding the numbers for Day 1 through Day 10 located in the column marked Gallons Delivered. Place this number in Box B.
5. **[Box C]** Add the numbers in the column labeled Gallons Pumped for Day 1 through Day 10. This is the Total Gallons Pumped and should be written in Box C.
6. **[Box D]** Calculate the Total Daily Over/Under (Box D) by adding the results in the Daily Over/Under column from Day 1 through Day 10.
7. **[Box E]** In order to complete the Leak Check determine the largest number from Box A, Box B, or Box C and write this number in Box E.
8. **[Box F]** Take the number in Box E and multiply by 0.0075. The result is the Allowable Variance and should be written in Box F.
9. Compare the Allowable Variance (Box F) to the Total Daily Over/Under (Box D). Note: If the number calculated for Total Daily Over/Under is negative, ignore the negative sign and use the number portion only.
 - a. If the Allowable Variance (Box F) is larger than the total Daily Over/Under (Box D) then the inventory does not indicate a leak.
 - b. If the Total Daily Over/Under (Box D) is larger than the Allowable Variance (Box F) then the inventory indicates a possible loss or gain exceeding the Allowable Variance and an investigation **MUST** be initiated to determine the possible causes. If within **48 hours** the causes cannot be explained by inaccurate bookkeeping, temperature variations or other factors not related to leakage, the operator must notify the property owner, the **Westchester County Health Department (914-813-5000)** and the **NYSDEC Spill Hotline (800-457-7362)**. The tank must be taken temporarily out of service until such time that an inspection and/or a tightness test is performed, the cause is determined and necessary repairs or replacements are made.